

RANGE OPERATIONS

Paradise Rod and Gun Club Inc.

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Paradise Rod and Gun Club Inc.
Executive Board Approvals

President

Vice-President

Treasurer

Secretary

Director

Director

Director

Director

Director

Director

Director

Director

Approved and effective this date. _____

1 General

- 1.1 The Paradise Rod & Gun Club (PR&G) range facility is designed to provide authorized member's access to a safe, controlled environment where they can become proficient with privately owned firearms and archery equipment or those issued to them by law enforcement agencies.

2 Facilities for Use

- 2.1 Range availability is at the discretion of the Club Safety Manager (CSM). No live firing will take place on any PR&GC range without an authorized PR&GC RSO (hereinafter referred to as an "RSO / In Charge", i.e., "RSO I/C") present and on duty. (Ref. 16.1)

- 2.2 Fees for the use of PR&GC ranges shall be as follows:

2.2.1 General members: \$5.00 per day of use rifle and / or pistol range (s), \$2.00 for archery if using Club targets.

2.2.2 Member and family: \$10.00 per day of use, as above.

2.2.3 One Day (Promotional) Member: \$10.00 per day of use.

2.2.4 Trap ranges fees are \$5.00 per round for all participants.

2.4.5 Law Enforcement personnel may use the facilities without fee, one day per month, as per Sec. 3.1.4

- 2.3 Live fire shooting is limited to the following firing ranges and guns:

2.3.1 Rifle range: Center fire, rim fire, air (pump, spring and compressed air or CO₂), or black powder rifles. Center fire, rim fire, black powder handguns at the discretion of the RSO I/C on duty. (Shotgun patterning or the use of rifled slugs may only take place during regular trap shooting days and hours under the supervision of an RSO I/C per mitigations.)

2.3.2 Pistol range: Center fire, rim fire, black powder hand guns, rim fire rifles. Air guns (pump, spring and compressed air or CO₂) are permitted.

2.3.3 Trap range: Shotguns only per mitigations. See 4.2.2 below

2.3.4 Archery Range: Only California legal archery equipment and arrows may be used.

3 Authorized Persons

3.1 Only the following persons are allowed to discharge guns or archery devices on the PR&GC Ranges:

3.1.1 Club members and families (defined as spouses or domestic partners and/or minor children of the Club member's family) as permitted by membership and Range Limitations listed in Section 4. In the interest of promoting firearm safety education and youth participation in shooting sports, a General member may bring a minor to use the range facilities, with parent/guardian approval, and payment of all required range fees.

3.1.2 One-Day Memberships are for individual adults, not for families.

3.1.3 Guests without One-Day Memberships are permitted to observe but may not fire at any time. Participants in authorized Youth Programs are exempt per Sec. 3.1.1

3.1.4 Law enforcement personnel during practice, training, and certification not to exceed one day per month. [Per Mitigation 15c]

3.1.5 Persons under 18 years of age must be under the supervision of an adult General member. Children under 10 years of age must be under the constant and direct supervision of a coach.

4 Range Limitations / Mitigations

4.1 Live fire may only take place under the supervision of a currently certified NRA Range Safety Officer (RSO), holding a PR&GC authorization, i.e., an "RSO I/C".

4.2 Hours of Operation and Scheduling

4.2.1 Pistol, rifle and archery ranges are available daily from 9:00AM until 8:00PM or 1 hour before sunset, whichever is sooner; a RSO I/C must be present for firing to take place.

4.2.2 The trap range is available Tuesdays and Saturdays from 9:00 AM until 1:00 PM. A qualified RSO I/C and an authorized trap machine operator must be present for firing to take place.

4.2.3 Non-shooting activities may be scheduled with the approval of the Board. An RSO I/C or other Board approved Member must be present for the activity to proceed.

4.3 Occupancy of the range facility is limited to 60 persons.

4.4 The maximum speed limit is 5 miles per hour.

4.5 Vehicles are restricted to the access road and parking lot whenever the red range flag is flying on the flagpole by the main gate. Exceptions may be granted.

4.6 The parking lot is limited to 15 parking spaces.

4.7 Members shall conduct themselves in a safe and orderly manner at all times and shall be responsible for the conduct of their guests. The RSO I/C on duty has the final decision on all activities.

4.8 Pets must be on a 6-foot leash behind the ready line or confined in a vehicle.

**4.9 Smoking is allowed in designated smoking areas only (per mitigations).
Smoking is not allowed within 25 feet of any of the covered shooting areas
or down range.**

5 Prohibited Firearms and Ammunition

5.1 Only firearms, ammunition and ammunition feeding devices permitted under current California state law are authorized for use on the firing ranges.

5.2 Fully automatic firearms are prohibited.

5.3 Tracer, incendiary, and armor-piercing ammunition is prohibited.

5.4 "Concealed carry" is permitted on the PR&GC ranges, provided the member has a valid California CCW permit.

5.4.1 The firearm must remain in a concealed status during the member's presence on the range unless the gun is to be fired for training.

5.4.2 If the member wishes to use their "carry gun" on the range they must notify the RSO I/C and under the supervision of the RSO I/C will safely unload and bench the gun in a shooting station, it will then be treated as any other firearm; all Range Rules apply, and will be observed. Upon completion of shooting the RSO I/C will supervise the safe reloading and holstering of said gun.

5.5 The Board appointed Club Safety Manager (CSM) or the RSO I/C on duty has the discretion to restrict the use of certain guns, ammunition, and / or loading devices as deemed necessary in the interest of safety or legality.

6 Basic Range Rules and Safety Requirements

6.1 Members of any type and all guests shall read and sign the Release from Liability, once each calendar year, prior to any live fire or any other use of the range (See Appendix 1)

6.2 Firing is only permitted on scheduled ranges under the supervision of an authorized PR&GC RSO, i.e., an RSO I/C. (Ref. 16.1)

6.3 All persons must: follow all instructions from the RSO I/C, as prescribed by the established Range Rules.

6.4 Immediately notify the RSO I/C of any safety concerns.

6.5 Benched guns will be cleared, actions open, detachable magazines removed, and flagged with an ECI while people are down range. Participants and observers must remain behind the yellow line during this period. At no time will guns or benched equipment be handled until the cease fire period is over.

6.6 All persons must wear eye and ear protection while on or near the firing line. The archery range is exempted from the ear protection requirement.

6.7 Closed toe shoes and socks are recommended to protect from hot brass.

6.8 Only shooters, coaches, instructors, and other range operations personnel, as authorized by the RSO I/C on duty are allowed on the firing line.

6.9 Cased guns shall be unloaded. They shall be pointed up or safely downrange while cases are being opened, actions shall be opened immediately and magazines removed (if applicable) and empty chamber indicators installed as firearms are removed from cases.

6.10 While being carried, uncased, rifles and shotguns shall be unloaded with actions open (see above) and the muzzle pointed upward, with ECI installed.

6.11 No one shall go down range until the RSO I/C declares the line safe and has given the command that it is safe to do so. Shooters going to the 200 or 245 yard targets must notify the RSO I/C and take a radio with them. They shall post the flag at the 100yard berm (taking it down upon their return).

6.12 Unless an identifiable safety hazard is present the removal of guns from the benches between shooting relays is not required.

6.13 RSO I/C will verify the status of each shooting position before declaring the line clear.

6.14 Do not load guns on the firing line until the RSO I/C has given the command to load or to commence firing.

6.15 Black powder (and equivalent) containers must be placed within another closed container if they remain on the shooting bench. Do not load directly from a can, powder horn, or flask.

6.16 When "Cease firing!" is called, firing must cease immediately. Keep the muzzle pointed downrange and await further instructions from the RSO I/C.

6.17 Anyone may call "Cease firing!" in the event that any living thing may possibly be injured if firing continues.

6.18 Fire only authorized guns and ammunition.

6.19 Fire only at authorized targets:

6.19.1 Authorized targets are paper, cardboard, wood, soft plastic, edibles, and clay pigeons. All targets must be on target frames.

6.19.2 When using clay pigeons they must be attached to the central face of a regular target frame. Not on the ground!

6.19.3 Bowling pins may not be used as targets.

6.19.4 No target shall be used in any manner that could cause a ricochet.

6.20 Target Frame Etiquette:

6.20.1 Fire only at your own target

6.20.2 Direct your fire so that all projectiles impact within the downrange boundaries and on the center area of the back stops.

6.20.3 Hang all targets low enough that shots in the upper bullseyes will impact the central area of the backstop berm and will not cause excess erosion of the berm or a ricochet hazard.

6.21 Cease Fires:

6.21.1 The pistol range may have a cease fire and service targets out to the 25 yard line without calling for a cease fire on other ranges.

6.21.2 All other active ranges must cease firing, and acknowledge by radio communication that they are in a cold condition when a cease fire is called for by any other active range.

6.21.3 No persons shall be released to advance down range until their line is verified safe and released by their RSO I/C. The RSO I/C will confirm a "cold condition" on other active ranges before releasing anyone down range.

6.21.4 In the event of a malfunction that a shooter is unable to solve, the gun should be benched, pointing down range and the RSO I/C notified. The RSO I/C will check the situation and, if necessary, direct the other shooters to make their guns safe and move behind the yellow line while the RSO I/C deals with the problem; the range will remain hot until the situation is resolved.

6.21.5 Police your own brass and debris before leaving the range. Brass or empty shot shells will be placed in the appropriate receptacles and other trash in the cans provided around the facility.

7 ARCHERY RANGE

- 7.1 All BASIC RANGE RULES AND SAFETY REQUIREMENTS shall apply to the archery range. (Sec. 6 inclusive.)
- 7.2 An authorized RSO I/C must be present and control all archery activities.
- 7.3 The Red Range Flag must be up and displayed in a prominent location.
- 7.4 Radio contact is to be initiated and maintained with the trap, rifle and pistol ranges when they are in operation.
- 7.5 Safety glasses or protective eye wear is required.
- 7.6 Bows will be stored on the hangers or tables when not in use.
- 7.7 Arrows shall be in the cylinders or in quiver when shooting.
- 7.8 Broad head type points must be covered until being "nocked" to shoot at a target.
- 7.9 Archers must provide their own targets and back stops if broad head points are used.
- 7.10 Archers must remain in or behind the enclosure front line when the archery range is active.
- 7.11 Arrows must not be "nocked" unless the archer is at a station and in the process of shooting downrange at a target.
- 7.12 Archers must only shoot down range at the hay bales and or targets attached to the hay bales.
- 7.13 All bows will be stored on the hanger rack or table when archers are down range.
- 7.14 Retrieval of arrows will only take place only when the range is cold.
- 7.15 Retrieval of arrows is allowed only up to the 30 yard targets when trap range is active. There is no limit during a cease fire condition on the trap range.
- 7.16 Access to the archery range from the South side is restricted to direct entry into the open end or West (back side) of the covered area during archery shooting activities.

8 PISTOL RANGE

8.1 All BASIC RANGE RULES AND SAFETY REQUIREMENTS shall apply to the pistol range. (Sec. 6 inclusive.)

8.2 All guns behind the ready line shall be unloaded. Unless handguns are holstered or cased, cylinders must be open or slides back and the magazine removed. Empty chamber indicator shall be in place and visible. *Sec. 5.4 (inclusive) shall apply with regard to CCW permitted "carry guns".*

8.3 When handguns are holstered or cased, the hammer shall be down on an empty chamber or in a "de-cocked condition", as applicable, and the magazine removed.

8.4 Unless an identifiable safety hazard is present the removal of guns from the benches between shooting relays is not required.

8.5 RSO I/C will verify the status of each shooting position before declaring the line clear.

8.6 Black powder (and equivalent) containers must be placed within another closed container if they remain on the shooting bench. Do not load directly from a can, powder horn, or flask.

8.7 "Draw and fire" of hand guns from any holster or from concealment is prohibited.

8.8 All firing will be performed as aimed fire from near eye level to better control muzzle direction.

8.9 Bump Firing or any other simulation of fully automatic fire is prohibited at all locations on the range. Devices to accomplish any rate of fire in excess of one (1) round per second are prohibited.

8.10 The pistol range may have a cease fire and service targets out to the 25 yard line without calling for a cease fire on other ranges.

8.11 In the event of a malfunction that a shooter is unable to solve, the gun should be benched, pointing down range and the RSO I/C notified. The RSO I/C will check the situation and, if necessary, direct the other shooters to make their guns safe and move behind the yellow line while the RSO I/C deals with the problem; the range will remain hot until the situation is resolved

9 RIFLE RANGE

9.1 All BASIC RANGE RULES AND SAFETY REQUIREMENTS shall apply to the rifle range. (Sec. 6 inclusive.)

9.2 Rifles on the firing line not being fired shall be benched with actions open chambers empty, magazines removed (as applicable), and muzzles pointing safely downrange with ECI in place and visible.

9.3 Rifles behind the ready line shall be unloaded with actions open, and ECI in place and visible, magazines removed, and either racked or cased.

9.4 During cease fire periods, firearms left on the firing line must have the actions open, chambers empty and detachable magazines removed. Empty chamber flag use is required.

9.5 Unless an identifiable safety hazard is present the removal of guns from the benches between shooting relays is not required.

9.6 RSO I/C will verify the status of each shooting position before declaring the line clear.

9.7 Black powder (and equivalent) containers must be placed within another closed container if they remain on the shooting bench. Do not load directly from a can, powder horn, or flask.

9.8 In the event of a malfunction that a shooter is unable to solve, the gun should be benched, pointing down range and the RSO I/C notified. The RSO I/C will check the situation and, if necessary, direct the other shooters to make their guns safe and move behind the yellow line while the RSO I/C deals with the problem; the range will remain hot until the situation is resolved.

10 TRAP RANGE

10.1 All BASIC RANGE RULES AND SAFETY REQUIREMENTS shall apply to the trap range. (Sec. 6 inclusive.)

10.2 An authorized RSO I/C and control all trap activities. An authorized trap machine operator must also be present.

10.3 Shotguns larger than 12 gauge, shotgun loads exceeding 3 drams (or equivalent commercial target loads) and, shot larger than Number 7 ½ are prohibited on the trap range.

10.4 Per county use permit, shotguns may only be discharged during this time (4.2.2), patterning included.

10.5 Shotguns behind the ready line shall be unloaded with actions open and either racked or cased.

10.6 Shooters shall only load the number of rounds as required by the course of fire on that relay, one for single, two for doubles.

10.7 Use of personal (privately owned) trap throwing devices is not permitted.

10.8 In the event of a malfunction that a shooter is unable to solve, the gun should be benched, pointing down range and the RSO I/C notified. The RSO I/C will check the situation and, if necessary, direct the other shooters to make their guns safe and move behind the yellow line while the RSO I/C deals with the problem; the range will remain hot until the situation is resolved.

11 Alcoholic Beverages and Drugs

11.1 Shooters may not consume alcoholic beverages or drugs before or during live fire. Alcohol is prohibited on the range property.

11.2 The RSO I/C will deny range access to anyone in violation.

11.3 As used in this document a drug shall be defined as any illegal or legal substance (including prescription medications) that the person in question has ingested or consumed that have a deleterious effect on that person's ability (physical or emotional) to safely use the range facility.

11.4 Any person that is, in the opinion of the RSO I/C, is a hazard to themselves or others by their actions, inactions, or possible drug or alcohol influence shall be denied immediate range access: i.e., asked to leave the range property.

12 Medical Support

12.1 In the event of a medical emergency, make range safe; notify the RSO I/C on duty immediately.

12.2 Follow RSO I/C's instructions fully.

13 Arbitration

13.1 Any member disciplined by an RSO I/C shall have the right to appeal to the CSM.

13.2 Any member not satisfied with a decision of the CSM shall have the right to a personal appeal to the Executive Board.

14 Range Incidents

14.1 The Executive Board shall have final authority in range safety matters.

14.2 Range incidents shall be documented with a "Range Incident Report" generated by any witnessing member(s) and delivered to the RSO I/C on duty.

14.3 The RSO I/C on duty will document the facts in a formal Range Incident Report and submit the report to the CSM for investigation.

14.4 The CSM shall present the Range Incident Investigation Report to the Executive Board for review, action and archive.

14.5 The details are covered in the Disciplinary Action Procedure.

15 Board Appointed Club Safety Manager (CSM)

15.1 Club Safety Manager Responsibilities:

15.1.1 Must maintain current NRA and PRGC RSO certification. An Instructor or CRSO certification is desirable but not required.

15.1.2 Shall be appointed by the Board, report directly to, but not be a member of, the Board.

15.1.3 Coordinate general range operations to maintain a safe, controllable firing range.

15.1.4 Coordinate range activities to meet the needs of members and local law enforcement agencies.

15.1.5 Ensure that the range facilities are operated in compliance with applicable federal, state and local statutes, ordinances, mitigations, and regulations.

15.2 Help create a curriculum for and coordinate Range Procedure training for club members with current NRA Range Safety Officer certification that wish to become Club authorized RSOs I/C.

15.3 Forward, for authorization by the Board, the names of members qualified to serve as RSOs I/C based on current NRA RSO certification and completion of required additional PR&GC training*. A completed RSO I/C Orientation form will also be submitted to the Board for the Club files. Authorization may be denied or revoked by the CSM and approved by the Executive Board.

*Training involves the passage of a Club exam covering the Range Operation document and successful completion of a guided walk-around of club facilities with a current RSO I/C which shall include actual range control practice.

15.4 Monitor NRA RSO certification expiration dates, post and maintain an updated list of all current RSOs I/C.

15.5 Coordinate RSO I/C duty assignments by set days of duty or use of the call list. This item may be delegated with Board approval.

15.6 Assist in the development and revision (as necessary) of range operating procedures, subject to Executive Board approval.

15.7 Regularly monitor firing range operations for safety and compliance with operating procedures. A monthly report shall be presented at the Board meeting which will include

but not be limited to the following: the condition of the perimeter fencing and signage, maintenance issues that may require prompt attention and any reported "incidents".

15.8 Review incidents reported by RSOs I/C and investigate to the extent necessary to determine the proper course of action.

15.9 The CSM may limit or deny the access of any member for serious violations.

15.10 Denial of use, per 15.9, is subject to Executive Board review, and action. Details are covered in the Disciplinary Action Procedure.

16 Range Safety Officers; In Charge (RSO I/C)

16.1 Authorization to serve as an RSO I/C shall be based current NRA RSO certification and completion of required additional PR&GC training*. A completed RSO I/C Orientation form will also be submitted by the CSM, to the Board for the Club files (this only applies to new RSO I/Cs after the approval of this revision). Authorization may be denied or revoked by the CSM and approved by the Executive Board (details are covered in the Disciplinary Action Procedure).

*Training involves the passage of a Club exam covering the Range Operation document and successful completion of a guided walk-through of club facilities with a current RSO I/C which shall include actual range control practice. This process is defined by the RSO I/C Flow Chart at the end of this document.

16.2 Authorized RSOs I/C shall be issued keys and / or electronic key cards to the range facility. Third party users will be issued an additional electronic key card that will identify their range activity time.

16.3 Each RSO I/C or 3rd party user on duty shall:

16.4 Ensure that the red range flag is flying on the flagpole by the main gate whenever the range is open for live fire.

16.5 Ensure main gate remains open any time the range is open for live fire.

16.6 Conduct pre-firing inspection using the checklist appropriate for the firing range they are supervising (See Appendices 2 and 3).

16.7 Supervise only one firing range at a time.

16.8 Log their activity into the SecuraKey System and sign in on the RSO I/C board at the range they are supervising. Log out on the SecuraKey system upon completion of their RSO/IC activity and/or closing the range

16.9 Use a two-way radio to communicate range status with other active ranges.

16.10 Conduct range safety briefings as needed; on the range they are supervising and / or for as a guided "walkthrough" for the certification of a new RSO I/C; as required. The "walkthrough" should be scheduled so as not to interfere with

regular range operations. Pre-scheduling is best. Any RSO I/C that is a 3rd Party Provider shall not do walkthroughs for anyone they have trained as an RSO.

16.11 Display a red range flag in the holder(s) provided at each range that is open so that it is visible near the firing line during live fire.

16.12 Conduct live fire in accordance with current range operating procedures.

16.13 Monitor firing impact areas to insure minimal chance of ricochet. Place targets or direct the shooters' placement of targets on the frames to keep impacts to the center of the back stops.

16.14 Take appropriate corrective action for safety violations up to and including denying immediate range access to any person who fails to abide by the requirements of these procedures. Document such incidents on a "Range Incident Report" and report them to the CSM or to a Board member.

16.15 Inspect the range at the conclusion of live fire and secure all equipment, or pass that duty on to the next RSO I/C in the event one leaves the open range to another RSO I/C.

16.16 Complete the "Range Incident Report" form for any outstanding issues that occur or are discovered during the course of attendance at the range. This includes but not limited to, vandalism, serious safety concerns, broken or missing club equipment, rattle snake sighting, etc.

16.17 In the event of an accident, or incident requiring intervention by the RSO I/C, the following procedures **must** be taken:

1. Make the range safe;
 - a. Call a cease fire...
 - b. Make sure all guns are safe...
 - c. Assure all are behind the yellow safety line...
 - d. Notify other active ranges of a problem; issue general cease fire, if needed...
2. Address the issue, assigning duties to those present per Incident Action Plan as needed;
 - a. Someone to Call 911, if necessary...
 - b. Someone to take a flag to the gate, as necessary...
 - c. Someone to render first aid, if required...
 - d. In issues of a non-injury nature, make the gun safe to resume shooting,
or, to remove from line.
3. Upon resolution of the issue or issues;
 - a. Notify other active ranges that they may resume a hot condition, if a general cease fire was called.
 - b. Resume a hot condition as soon as the RSO I/C deems appropriate and gives the commands to do so.

c. Fill out an Incident Report

16.18 While the PR&GC strives to accommodate the needs of all members, RSOs participating in organized Club activities (trap or other scheduled program) or acting as an RSO I/C during non-scheduled open hours (either for themselves or as part of a small group) are not required to meet every demand.

No RSO I/C will be required to:

- a) leave an organized event in which they are participating to RSO on another range...
- b) shorten or end their shooting session to RSO on another range...
- c) extend the time they intended to stay to accommodate a "drop-in" shooter...

Often such accommodations can be made but the membership must be aware that it is at the discretion of the individual RSO I/C and voluntary. Members that choose to shoot during non-scheduled hours should make arrangements for an RSO I/C by calling the Club in advance. "Dropping in" when the red flag is up does not guarantee that one will be able to shoot.

17 Range Access Control

17.1 Access to the Range may be controlled by lock and key or by electronic card key system as determined by the Board or their designee.

17.2 RSOs I/C shall be issued keys and / or key cards (as appropriate) to the range facility, by the Board or their designee, once notification of successful completion of PR&GC Range Procedure training has been received from the club CSM.

17.3 General members may be issued electronic cards that will log them into and out of the range facilities but will not open the gate.

RELEASE FROM LIABILITY

This release is executed on (Date) _____

(Print Name)

(Street) (City) (State) (Zip)

This Release from Liability shall be valid for a period of one year from the date of execution of this form

I hereby expressly acknowledge that the use of firearms is an inherently dangerous activity and that being present where firearms are being discharged is an inherently dangerous activity. I further expressly acknowledge that I have read the Range Rules and understand my responsibilities while at the range and warrant that I will comply with all Range Rules and the directions of the Range Safety Officers.

With full knowledge, understanding, and awareness of the dangers inherent in the activities occurring on or within the facilities of the Paradise Rod and Gun Club, and in consideration of being granted permission to use the private facilities of the Paradise Rod and Gun Club, I hereby voluntarily assume full responsibility for all risks of any kind whatsoever, whether or not arising from the negligence of Paradise Rod and Gun Club, Inc., its agents, officers, members, employees, successors and assigns (hereinafter referred to in total as PRGC) or myself, and fully release, waive, and forever discharge PRGC, from any and all liability of every kind for any personal injury, property damage, or death suffered by me arising from or by reason of my participation in any activity sponsored by PRGC or arising from or by reason of my use of or presence upon the PRGC facilities.

I further intend that my free and voluntary waiver and release of PRGC be binding upon my spouse, my heirs, executors, successors, and assigns, and that it be interpreted as broad and inclusive as permitted by law. Should any claim, demand, or lawsuit arise or be asserted in any way whatsoever related to my use of, or presence upon, the PRGC's facilities, I shall indemnify, defend, and hold harmless PRGC from any and all costs, expenses, or liability, including, but not limited to, the cost of any settlement or judgment together with all costs of court and other costs or expenses incurred by PRGC in connection therewith, including attorney's fees.

I hereby grant permission to PRGC to administer any first aid or other medical treatment or service that may be necessary in the event of my injury, and do hereby hold PRGC free from any and all liability arising in any manner from any first aid, medical treatment or service rendered me.

I have carefully read this Release and understand its meaning and terms. I execute this Release voluntarily with full knowledge of its significance. Should a court of competent jurisdiction hold any portion of this voluntary release invalid or unenforceable, I intend the remainder to continue in full force and effect.

(Signature)

(Witness)

Rifle and Pistol Range Checklist For The RSO

Paradise Rod and Gun Club (App. 2)

Name _____

Date _____

Rifle Range	
Pistol Range	

Assure Red Range Flag is up at the Gate	
--	--

Unlock storage container and do the following:

Locate first aid kit	
Obtain a GMRS Radio, turn it on, and check for operation.	
Obtain Log-In and release clip board and Cash Box and take to the range table	
Obtain small red range flags (Hot range flag)	
Log in on the SecuraKey system at the beginning of your term as RSO/IC ,	

At Your Range:

Keep GMRS Radio with you at all times	
Sign in as RSO on provided White Board	
Post small red flag (Hot range flag)	

Check the Following:

Signs Posted	
Shooting benches and overhead baffles in good repair	
Range rules posted	
Trash and brass containers available	
Toilet clean and serviceable	
Wash area serviceable	

Before leaving:

Assure range is clean and all brass and debris disposed of, target frames cleared and stored	
Erase RSO's name from the White Board	
Put away small red range flag, sign in clip boards, and cash box	
Place GMRS Radios on charger and verify charge status.	
Log out on the SecuraKey System in the forty footer.	
Lock storage container	
Lower and put away red range flag (and American Flag if flown) at the gate	
Lock gate after making sure everyone is out	

Note any remarks below and on reverse if necessary.

Trap Range Checklist for RSO

Paradise Rod and Gun Club (App. 3)

Name _____

Date _____

Assure Red Range Flag is up at the Gate	
--	--

Unlock storage container and do the following:

Log in on the SecuraKey system in the forty footer. Locate first aid kit	
Obtain a GMRS Radio, turn it on, and check for operation.	
Obtain Log-In and release clip boards, scoring clip boards and Cash Box and take to the range table	
Obtain wad/hull rod	
Obtain small red range flags (Hot range flag)	

At Trap Range:

Keep GMRS Radio with you at all times	
Sign in as RSO on provided White Board	
Place wad/hull rod on scorers stand	
Post small red flag (Hot range flag)	

Check the following:

Signs Posted	
Shade cover and table in good repair	
Range rules posted	
Trash and Shotgun shell hull containers available	
Toilet clean and serviceable	
Wash area serviceable	

Unlock trap house and do the following:

Place cone on Trap House roof	
Open steel shutter – assure rope is unhooked and set aside clear of machine arm	
Turn on trap machine	
Check trap machine function	
Check trap machine is loaded with birds. Top off as necessary.	
Check supply of clay pigeons	
Place fire extinguisher outside trap house door	
Obtain, turn on, and install Voice Call units. Check for proper operation.	
Place cone on pad in front of house	

Closing Down Trap Range

Recover, turn off, and store Voice Call units in Trap House.	
Refill carousel with clay pigeons	
Discharge trap arm and orient trap machine to clear shutter	
Turn off trap machine	
Clean trap machine and trap house interior	
Close shutter, latching both hooks	
Assure range is clean and all hulls and debris are disposed of	
Erase RSO's name from the White Board	

Before Leaving:

Put away small red range flag, clip boards and cash box.	
Place GMRS Radios on charger and verify charge status.	
Log out using SecuraKey reader in the forty footer.	
Lower and put away red range flag (and American Flag if flown) at the gate	
Lock storage container.	
Lock gate after making sure everyone is out	

Note any remarks on reverse.

Archery Range Checklist for RSO

Paradise Rod and Gun Club

Name _____

Date _____

Assure Red Range Flag is up at the Gate	
---	--

Unlock storage container and do the following:

Locate first aid kit	
Obtain a GMRS Radio, turn it on, and check for operation.	
Obtain Log-In and release clip boards and take to the range table	
Obtain small red range flags (Hot range flag)	
Log into the SecuraKey system in the forty footer.	

At Archery Range:

Keep GMRS Radio with you at all times	
Sign in as RSO on provided White Board	
Post small red flag (Hot range flag)	

Check the Following:

Signs Posted	
Benches, bow racks, target bales, and overhead cover in good repair	
Range rules posted	
Trash containers available	
Toilet clean and serviceable	
Wash area serviceable	

Before leaving:

Assure range is clean and all debris disposed of, targets removed if necessary	
Erase RSO's name from the White Board & log out on the SecuraKey system.	
Put away small red range flag and sign-in clip boards	
Place GMRS Radios on charger and verify charge status.	
Lock storage container	
Lower and put away red range flag (and American Flag if flown) at the gate	
Lock gate after making sure everyone is out	

Note any remarks here or on reverse if necessary,

Range Incident Report Form (use reverse if necessary)

App. 5

RSO I/C Name: _____ **Date:** _____ **Time:** _____

What Occurred?

Who was Involved?

Were There Injuries?

Were Emergency Medical Responders Called?

Names and Contact Information of All Witnesses:

RSO I/C Signature _____ **Date:** _____

Witness Signature _____ **Date:** _____

Appendix 6: The following pages are General Range Rules to be posted at the appropriate range:

General Range Rules: Archery...

- 1. Safety is *EVERYONE'S* responsibility.**
- 2. All bows must be on the hanger rack or table while people are down range.**
- 3. All persons must remain behind the designated safety line* by the RSO I/C and must not handle any bows while people are down range.**
**This line has not yet been established; it needs to be determined and delineated... this note will not appear on the posted Rules, here for info only.*
- 4. Eye protection shall be worn on or near the line.**
- 5. All persons present must sign in and pay the appropriate range fee and follow all instructions and commands of the RSO I/C.**
- 6. No person may go down range until the RSO I/C declares the line safe and gives the command that it is safe to do so.**
- 7. Equipment behind the ready line:**
 - A. Bows will be stored on hangers or tables when not in use.**
 - B. Arrows shall be in cylinders or quivers when shooting.**
 - C. No arrows may be "nocked" until the archer is at station and preparing to fire downrange at his / her target.**
 - D. Broad head type arrows shall remain covered until nocked to shoot.**
 - 1. Archers using broad heads must provide their own targets and backstops.**
 - E. Retrieval of arrows will only take place only when the range is cold.**
 - 1. Retrieval of arrows is allowed only up to the 30 yard targets when trap range is active. There is no limit during a cease fire condition on the trap range.**
- 8. Any persons present that cannot or will not follow the direction of the RSO I/C, or in the opinion of the RSO I/C is a hazard to themselves or others by their actions, inactions, or possible drug or alcohol influence shall be asked to leave the range property.**

General Range Rules: Pistol...

1. **Safety is EVERYONE'S responsibility.**
2. Muzzles shall always be pointed upward, or safely downrange.
3. All persons shall remain behind the yellow line and shall not handle any guns, or benched equipment while people are down range, following all instructions and commands of the RSO I/C.
4. Eye and ear protection shall be worn on or near the line, during live fire.
5. All persons present must sign in and pay the appropriate range fee and follow all directions and instructions of the RSO I/C.
6. No one shall go down range until the RSO I/C declares the line safe and gives the command that it is safe to do so.
7. All guns behind the ready line shall be:
 - A. Unloaded and cased; while cased, the hammer shall be down on an empty chamber and the magazine (if applicable) removed. Cased guns may be moved directly to the firing line at the discretion of the RSO I/C.
Note to RSO I/Cs:
Sec. 5.4 (inclusive) shall apply with regard to CCW permitted "carry guns".
 - B. Guns shall be uncased only after they are moved into a shooting stall. When uncased: cylinders are to be open, or slide locked back and magazines removed, and an acceptable ECI (empty chamber indicator) in place.
 - C. Guns may remain on the line and are to be considered SAFE for the purposes of a cold range condition if they meet the conditions in B., above.
 - D. Unless an identifiable safety hazard is present the removal of guns from the benches between shooting relays is not required..
 - E. No guns shall be moved to, or from, the firing line until RSO I/C gives the command that it is safe to do so.
 - F. Muzzle loaders shall be deemed safe when all means of ignition / priming is removed, i.e. when there is no cap on the nipple, or in the case of a flint lock; no powder in the pan and the frizzen is up.
 - G. In the event of a malfunction that a shooter is unable to solve, the gun should be benched, pointing down range and the RSO I/C notified. The RSO I/C will check the situation and, if necessary, direct the other shooters to make their guns safe and move behind the yellow line while the RSO I/C deals with the problem; the range will remain hot until the situation is resolved.
8. Any persons present that cannot or will not follow the direction of the RSO I/C, or in the opinion of the RSO I/C is a hazard to themselves or others by their actions, inactions, or possible drug or alcohol influence shall be asked to leave the range property.

General Range Rules: Rifle...

1. **Safety is EVERYONE'S responsibility.**
2. **Muzzles shall always be pointed upward, or safely downrange.**
3. **All persons shall remain behind the yellow line and shall not handle any guns, or benched equipment while people are down range, following all instructions and commands of the RSO I/C.**
4. **Eye and ear protection shall be worn on or near the line, during live fire.**
5. **All persons present must sign in and pay the appropriate range fee and follow all directions and instructions of the RSO I/C.**
6. **No one shall go down range until the RSO I/C declares the line safe and has given the command that it is safe to do so.**
7. **All guns behind the ready line shall be:**
 - A. **Cased; if cased, the hammer shall be down on an empty chamber and the magazine (if applicable) removed. Cased guns may be moved directly to the firing line at the discretion of the RSO. Guns shall be uncased only after they are moved into a shooting stall (or *at the rack with RSO I/C permission*).**
 - B. **Uncased; rifles may be uncased at the car and brought directly to the rack with the muzzle up; the SAFE conditions in C., below shall apply.**
 - C. **Guns shall be uncased only after they are moved into a shooting stall. Racked rifles and rifles remaining on the line are to be considered SAFE for the purposes of a cold range condition if they have the actions open, and magazines (if applicable) removed, and an acceptable ECI (empty chamber indicator in place).**
 - D. **Unless an identifiable safety hazard is present the removal of guns from the benches between shooting relays is not required.**
 - E. **No guns shall be moved to, or from, the firing line until RSO I/C gives the command that it is safe to do so.**
 - F. **Muzzle loaders shall be deemed safe when all means of ignition / priming is removed, i.e. when there is no cap on the nipple, or in the case of a flint lock; no powder in the pan and the frizzen is up.**
 - G. **In the event of a malfunction that a shooter is unable to solve, the gun should be benched, pointing down range and the RSO I/C notified. The RSO I/C will check the situation and, if necessary, direct the other shooters to make their guns safe and move behind the yellow line while the RSO I/C deals with the problem; the range will remain hot until the situation is resolved.**
8. **Any persons present that cannot or will not follow the direction of the RSO I/C, or in the opinion of the RSO I/C is a hazard to themselves or others by their actions, inactions, or possible drug or alcohol influence shall be asked to leave the range property.**

General Range Rules: Trap...

1. **Safety is EVERYONE'S responsibility.**
2. **Muzzles shall always be pointed upward, or downrange, if on station; shotguns will not be loaded until ready to call for the bird, nor with more rounds that required to fire once at each bird to be thrown.**
3. **All non-firing shooters, and all other persons present, must be behind the 27 yard walkway, unless coaching, as authorized by the RSO I/C and shall not handle any gun while the squad is firing or people are down range; exceptions are putting a shotgun in the rack upon arrival to the range or removal from rack when leaving.**
4. **Eye and ear protection shall be worn on or near the line.**
5. **All persons present must sign in and pay the appropriate range fee and follow all instructions and commands of the RSO I/C.**
6. **No one may go down range until the RSO I/C declares the line safe and has given the command that it is safe to do so.**
7. **All shotguns on the range shall be unloaded:**
 - A. **With the actions open and, either racked or cased; break action shotguns may be closed while racked or cased but must be opened immediately upon removal from rack or case.**
 - B. **No guns may be moved to the firing line, nor removed from it, until RSO I/C gives the command that it is safe to do so. Use, in some form, of an acceptable ECI (empty chamber indicator) is **STRONGLY RECOMMENDED.****
 - C. **Muzzle loading shotguns shall be deemed "safe" when all means of ignition / priming is "removed", i.e. when there is no cap on the nipple, or in the case of a flint lock; no powder in the pan and the frizzen is up.**
 - D. **In the event of a malfunction that a shooter is unable to solve, the RSO I/C will check the situation and, if necessary, direct the other shooters to make their guns safe or rack them while the RSO I/C deals with the problem; the range will remain hot until the situation is resolved.**
8. **Any persons present that cannot or will not follow the direction of the RSO I/C, or in the opinion of the RSO I/C is a hazard to themselves or others by their actions, inactions, or possible drug or alcohol influence shall be asked to leave the range property.**

PR&GC RSO I/C Orientation Document Date: _____

For: _____ Applicant by: _____ RSO I/C

_____ **Red Range Flag at Gate:** Location and procedures.

_____ **Storage container and things to do...**

- Locate first aid kit and emergency cell phone.
- Log in on the SecuraKey system.
- Obtain a GMRS Radio, turn it on, and check for operation.
- Obtain and fill in the appropriate RSO Checklist and fill-out.
- Obtain Log-In and release clip board and Cash Box and take to the range table.
- Obtain small red range flag (*Hot range flag*).

_____ **At Your Range:**

- Keep GMRS Radio with you at all times (on or near your person).
- Sign in as RSO on provided White Board.
- Post small red flag (*Hot range flag*).
- Monitor radio for messages from other active ranges and reply quickly and clearly.
- Notify all active ranges of any condition change on your range and do not commence fire or send anyone downrange until all other active ranges acknowledge your condition change.

_____ **Check the Following:**

- Perimeter Signs Posted
- Shooting benches and overhead baffles in good repair
- Range rules posted
- Trash and brass containers available
- Toilet clean and serviceable
- Wash area serviceable
- Other facilities (i.e., if rifle check pistol and trap, etc.)

_____ **Before leaving:**

- Assure range is clean and all brass and debris disposed of, target frames cleared and stored
- Erase your name from the White Board
- Put away small red range flag, sign in clip boards, and cash box
- Place GMRS Radios on charger and verify charge status.
- Log out on the SecuraKey system
- Turn in completed RSO Checklist.
- Lock storage container
- Lower and put away red range flag (and American Flag if flown) at the gate
- Log out using Card Lock reader at Gate
- Lock gate after making sure everyone is out

In the event you turn the range over to another RSO give the RSO Checklist to them to complete and log out on the SecuraKey system.

_____ **Range control activity done.**

Signatures (below) attest to the completion of the above “walk-through”.

Applicant:

RSO I/C:

Note any remarks below and on reverse if necessary.

PR&GC RSO I/C Certification Flow Chart

<p>Member seeking PR&GC RSO I/C Certification must:</p> <p>Have NRA Certification as an RSO or CRSO, Pass PR&GC Range Ops Quiz, Successfully complete PR&GC Range Orientation.</p>	
<p>Member notifies Club Safety Manager or the Board of Directors for consideration (either written or verbal is okay).</p> <p>Documentation of NRA Certification is required.</p>	
<p>CSM mails out Range Ops Quiz to the applicant.</p>	
<p>Applicant completes Quiz and returns to CSM for grading.</p>	
<p>Applicant passes quiz: CSM (or Board approved designee) notifies applicant of pass status and sets a date and time with an active RSO I/C to administer the Range Orientation Walk-through. *</p>	<p>Applicant fails quiz: CSM notifies applicant of fail status.</p> <p>Applicant may retake the quiz after further study or remediation.</p>
<p>Applicant and RSO I/C meet at the appointed date and time for Orientation (including practical range monitoring). This session will be documented using the PR&GC RSO I/C Orientation Form.</p> <p>The completed form will be signed by both the applicant and the RSO giving the orientation.</p>	
<p>The RSO I/C will forward the completed form to the CSM with any comments regarding the Orientation Walk-through.</p>	
<p>The CSM will forward the completed forms to the Board, with any comments or recommendations, to the for their approval.</p>	
<p>Applicants that successfully pass the Orientation Walk-through will be certified as a PR&GC RSO I/C and be issued the appropriate keys to the facilities upon Board approval.</p>	<p>Applicants that do not successfully complete the Walk-through, or have concerns noted by either the RSO I/C or the CSM shall be allowed to retake the Orientation after further study or remediation.</p>
<p>*Under no circumstances shall an RSO I/C that is also a third party provider be allowed to do an Orientation Walk-through for one of their own clients.</p>	